

New Client Information Packet

EBWAY Creative Solutions , Inc.
Info@EbwayDev.com | (888) 329-2926
www.EBWAYDev.com

Company Information

Company Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Office Fax: _____ Toll Free: _____

Company Email: _____ Other Email: _____

Main Website: _____

Owner Name: _____ **Email:** _____ **Ph:** _____

Main Contact

Name: _____ Title: _____

Phone: _____ Mobile: _____ Fax: _____

Contact Email: _____

Billing Information (if different from company address)

Billing Contact Name: _____ Email: _____ Ph: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Website Information

URL/Website: _____ NEW or EXISTING:

Domain Hosting Company: _____ Exp Date: _____

Website Hosting Company: _____ Exp. Date: _____

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Email Accounts (current or desired addresses)

NAME	EMAIL ADDRESS	FORWARDED (if applies)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Please list any special instructions for how you handle your emails...

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Business Information (this will help us set-up your website)

Brands You Represent

Your Products

Your Services

Other/Misc

Describe your company in 1 or 2 paragraphs. This will be used on your About Us Page.

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Website Materials (we need some materials to build your site)

Please make sure to gather up these materials in a folder or in a zip file on your computer. Start to prepare for uploading the docs requested below to our online project management tool.

In Order to Get Started, We Need A Few Things..... (please check off these items)

Please check off the items as they are completed and send this document back when finished.

- Your Deposit via Check or Credit Card
- 1 Digital Copy / High Resolution of your Company Logo
- Company Pictures (2 or 3 fo starters – we'll add more later)
- Pages & Content (please send digitally in – Word, Text, or Editable PDF)

Attached Documents: Please Fill Out Digitally and Send Back.

- Completed: New Client Information Packet (that's this document)
 - Authorized: The Signed Agreement / Our SIMPLE! Agreement. (Attached)
 - Authorized & Filled Out: Credit Card Authorization Form
- I have completed this checklist and I'm ready!***

Congratulations!!! You're Ready to Begin....

Please contact your EBWAY Rep and let us know that you're ready to go and check your email for a username and password to our EBWAYPortal.com project collaboration website. Once logged in you will have a chance to upload these documents, as well as, more pictures etc.

Welcome to the Family!

EBWAY Creative
Online Business Gurus!
Email: Info@EbwayDev.com
Phone: (888) 329-2926
Fax: (970) 635-5676
Site: www.EbwayDev.com

